

## **BENEFITS**

### **Retirement:**

All permanently appointed court employees are enrolled in the County's independent 2% at 55 retirement plan, contributed to by both the Court and the employee.

### **Medical/Dental/Vision:**

The Court offers vision, dental and medical options in a cafeteria benefit plan. The Court contributes a fixed amount for each employee into the cafeteria plan .

### **Holidays & Time off:**

Each permanently appointed court employee receives thirteen paid holidays and one personal leave day.

### **Vacation leave is accrued at the following rate:**

### **Years of service:**

1 - 4	10 days a year
5 - 9	15 days a year
10 +	20 days a year

### **Sick Leave:**

12 days of sick leave per year with a maximum accrual of 260 days.

Other benefits include: \$30,000 life insurance policy with supplemental life insurance available; participation in wellness/fitness program up to \$200 ann.; and optional participation in deferred compensation program.

Superior Court of California  
County of San Luis Obispo  
1035 Palm Street, Room 385  
San Luis Obispo, CA 93408

# **COURT REPORTER**

***Superior Court Of California  
County of San Luis Obispo***



***Monthly Salary Range:***  
**\$4253.60 - \$5170.53**

**Relocation expenses will be  
reimbursed up to \$5,000.00**

***Final Filing Date:***  
**Open Until Filled**

Court Human Resources  
1035 Palm Street Room 385  
San Luis Obispo, CA 93408  
Tel: (805) 788-2929  
draminha@co.slo.ca.us

**EQUAL OPPORTUNITY EMPLOYER**

### THE LOCATION

The Superior Court of California, County of San Luis Obispo, serves the public in three locations; Grover Beach, Paso Robles and San Luis Obispo. The main courthouse is located in the City of San Luis Obispo. This picturesque community offers both a wide range of cultural and recreational activities along with the historic charm of the Mission San Luis Obispo de Tolosa, founded in 1772. Beachfront communities of Morro Bay, Shell Beach and Pismo Beach are all within 15 miles of the courthouse. North San Luis Obispo County offers warmer temperatures, rolling hills and a flourishing wine industry.

### THE COURT

The Superior Court of California, County of San Luis Obispo, is a locally based state agency, governed by the judges and guided by policies set forth by the California Judicial Council. Concerted efforts in the area of community focused strategic planning have allowed the court to continue and maintain a commitment to excellence in the administration of justice. The judiciary, under a single presiding judge, hears all cases filed with the court. The court is comprised of eleven judicial positions, three commissioners, and one traffic referee, all of whom serve the citizenry of San Luis Obispo County.

### THE POSITION

The Superior Court of California, San Luis Obispo is seeking a Court Reporter. Under direction, the Court Reporter provides court reporting services to the Superior Court of San Luis Obispo and other agencies; prepares and transcribes official verbatim recordings of court proceedings using machine shorthand; furnishes transcripts of such records and to performs other related work as may be required. This individual must have knowledge of courtroom procedures and protocol; laws, codes and regulations related to court reporting services; technical terminology; English grammar, spelling and punctuation; standard office methods and equipment.

### THE IDEAL CANDIDATE

The ideal candidate will have the ability to:

- Record verbatim testimony in assigned proceedings including, but not limited to civil, criminal and juvenile actions.
- Maintain confidentiality of sensitive information.
- Understand and follow complex oral and written instructions.
- Transcribe accurately from shorthand and computer aided (real-time) recordings.
- Establish and maintain effective working relationships with those contacted in the course of the work.

### PRIMARY RESPONSIBILITIES

The essential skills and responsibilities of this position include but are not limited to the following.

- Preparation of printed and/or magnetic media transcripts using computer-aided transcription software: reviews and certifies printed transcripts of court proceedings.
- Requesting clarification of instructions, orders or other actions to properly note the official record.
- Prioritizing requests for transcripts in order to meet legal deadlines.
- Preparing and reading back all or portions of the official court proceedings upon instruction from the judge.
- Explaining terminology, procedures and regulation related to transcription, billing and collecting.
- Keeping accurate records related to files, storage and billing; obtains supplies and maintenance for own equipment.
- Contacting law enforcement agencies, laboratories and others regarding spelling of names of personnel, slang, testing procedures, curriculum vitae, etc.
- Maintaining current knowledge of State regulations related to court reporting.

### MINIMUM REQUIREMENTS

Possess and maintain a certificate and be in good standing as a Certified Shorthand Reporter issued by the State of California or evidence of successful testing in accordance with Government Code Section 69942. Equivalent to graduation from high school. Possession of a valid California Driver's license. The ability to utilize Real-time Reporting and two years of experience as a court reporter in a municipal or superior court jurisdiction is highly desired. **Note:** Real-Time certification (CRR) may be required at a future date.

### APPLICATION AND SELECTION

**A San Luis Obispo Superior Court application form must be completed, signed, dated and accompanied by a letter of intent. A copy of a transcribed court proceeding must be included in order to be considered for employment for this position. A resume, including references, should be included but will not be accepted in lieu of the application form.** A complete job description and application form are available at the San Luis Obispo Court website at [www.slocourts.net](http://www.slocourts.net) under "**Human Resources**", or you may call (805) 788-2929 to request an application. FAX APPLICATIONS ARE NOT ACCEPTED.

Please submit a completed application to:

**San Luis Obispo Superior Court  
Attn: Court Human Resources  
1035 Palm Street, Room 385  
San Luis Obispo, CA 93408**

The selection process will consist of review and evaluation of the initial application documents for minimum qualifications. Application packets that meet the minimum qualifications may be referred to a screening panel to select the most highly qualified applicants. Those candidates who display the most directly related education, experience and training will be invited to participate in an oral interview wherein their qualifications for this position will be reviewed in more detail. If you are selected to participate in the interview process you will automatically be contacted.